Contract Extension Request

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Manager's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request an extension of my employment contract, which is set to expire on [Current Expiration Date]. I have greatly enjoyed working at [Company's Name] and believe that my contributions align well with the company's goals.

Given the ongoing projects and my commitment to our team, I would appreciate the opportunity to discuss the possibility of extending my contract for an additional [desired duration]. I am confident that my continued involvement will benefit our objectives.

Thank you for considering my request. I look forward to your favorable response.

Sincerely,

[Your Name]